



*file*

STATINTL

ADMINISTRATIVE INSTRUCTION  
NUMBER [REDACTED]

28 October 1947

SUBJECT: Reports of Accidents Involving Personal Injuries and  
Property Damage

1. Quoted below is a memorandum received from the Office of  
Buildings Management, Public Buildings Administration, Federal Works  
Agency:

"SUBJECT: Reports of Accidents Involving Personal Injuries  
and Property Damage

"Since the enactment of the Federal Tort Claims Act, a  
number of claims have been filed with the Public Buildings  
Administration covering personal injuries allegedly due to  
accidents occurring in buildings which we operate and main-  
tain. Investigations have disclosed that many of the alleged  
accidents were reported to the Chief Clerk or other adminis-  
trative officer of the Agency housed in the building, but  
were not reported to the Guard office or to the Building  
Superintendent's office.

"The Public Buildings Administration is responsible, in  
most cases, for consideration of these claims. We would  
appreciate your cooperation, therefore, in directing your  
representatives, both in the Metropolitan Area of Washington  
and in the Field, to report all accidents involving property  
damage and personal injury occurring within buildings operated  
and maintained by the Public Buildings Administration to the  
Building Superintendent's office or to the Guard office.  
Such reports should be made as promptly as possible so that  
a full investigation may be made while the facts are still  
fresh in the minds of witnesses and the evidence is still  
at hand."

2. All accidents involving property damage or personal injur-  
ies occurring within buildings used by CIA in Washington and in the  
Field will be immediately reported to the Chief, Services Branch,  
A&M, for forwarding to the Public Buildings Administration.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]  
Executive for  
Administration and Management

ATTACHMENTS: None

(3250) DISTRIBUTION: All CIA Employees

STATINTL

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

STATINTL ADMINISTRATIVE INSTRUCTION  
NUMBER [REDACTED]

17 November [REDACTED]

SUBJECT: Use of Motor Vehicles

1. General - The Central Intelligence Agency maintains a Motor Pool in addition to the regular inter-building shuttle service for transportation of CIA employees performing official business. Where it is impractical to use the shuttle service, transportation may be requested from the Dispatcher, Motor Pool, Extension 684 or 2284.

2. Supervision of Chauffeurs - The Chief, Transportation Division, Services Branch will directly supervise assigned and pool chauffeurs for administrative purposes including working hours, overtime payments, and replacement of assigned chauffeurs when required due to absences or terminations.

3. Delays - Pool chauffeurs will not wait for passengers longer than 15 minutes without specific direction from the Dispatcher.

4. Traffic Violations - Chauffeurs are personally responsible in the event of traffic violations. CIA personnel will not order chauffeurs to violate any traffic regulation.

5. Public Law 600 - Public Law 600 requires the suspension or dismissal of any employee who uses or is found responsible for the use of a Government owned vehicle for other than official purposes.

6. Overtime Payments - Chauffeurs who perform overtime work will report the hours worked together with the signature of the person for whom overtime driving was performed as a basis for overtime payments. Prior verbal approval should be obtained, if practicable, from the Chief, Transportation Division, for overtime driving requirements.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]  
Executive for  
Administration and Management

ATTACHMENTS: None

DISTRIBUTION: A

(3511)

25X1A

JAN 11 1950

C O N F I D E N T I A LCENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

5 January 1950

SUBJECT: Use of Motor Vehicles

25X1A

RESCISSIONS: Administrative Instruction No. [REDACTED] dated 28 February 1949  
Administrative Instruction No. [REDACTED], dated 24 March 1949

1. CIA maintains a central motor pool service to meet transportation needs which cannot be secured by the scheduled shuttle service. Transportation other than by shuttle service may be requested from the Dispatcher, Extension 684 or 2284, explaining why shuttle service cannot be utilized.

2. Assignment of passenger-carrying vehicles to individuals and activities will be made only upon the written request of an Assistant Director or Staff Chief approved by the Executive. It is the policy of the Director to keep such assignments to an absolute minimum, and to utilize the shuttle and motor pool service to the maximum possible degree.

3. a. Except as otherwise specifically authorized in writing by the Executive, no employee of CIA stationed in Washington will be permitted to operate CIA motor vehicles without a properly certified CIA driver's license. Authority for issuing CIA licenses is vested in the Chief, Services Division, Administrative Staff, after appropriate certification by the Testing and Standards Branch, Personnel Division, and the Medical Division, Administrative Staff. Requests for driver's licenses should be made in writing by the Office or Staff Section concerned, to the Chief, Administrative Staff, indicating necessity.

25X1A

4. All assigned and pool chauffeurs are supervised by the Chief, Transportation Branch, Services Division, Administrative Staff, for administrative purposes, including working hours, overtime and replacement of assigned chauffeurs due to absences or terminations.

5. a. Except as specified in b below, pool chauffeurs will not wait for passengers longer than 15 minutes, unless prior arrangements have been made with the Dispatcher.

-1-

C O N F I D E N T I A L

C O N F I D E N T I A L

b. Assistant Directors and Staff Chiefs and their deputies, when using motor pool cars, are authorized to have such cars wait for them at destinations regardless of the time involved, or to return for them, at a given time. These officials should inform the Dispatcher whether the car should wait or return in order that chauffeurs may receive proper instructions from their Supervisor.

6. Chauffeurs who perform overtime work will report the hours worked, together with the signature of the person for whom the driving was performed as a basis for overtime payments. Prior verbal approval for overtime driving should be obtained, if practicable, from the Chief, Transportation Branch, Services Division, Administrative Staff.

7. Chauffeurs are personally responsible in the event of traffic violations. Chauffeurs will not be ordered to violate traffic regulations.

25X1A

8. Except as otherwise authorized in writing by the Executive, all CIA vehicles located in Washington will be returned at the end of each day to the [REDACTED] Virginia.

9. a. Government motor vehicles are to be used by personnel of this Agency only for strictly official purposes.

b. Public Law 600 requires the suspension or dismissal of any employee who uses or is found responsible for the use of a Government-owned vehicle for other than official purposes.

c. The Chief, Administrative Staff, will make periodic checks of dispatch records, and will discuss with Assistant Directors and Staff Chiefs any apparent violations of this paragraph. When considered necessary he will report apparent violations to the Executive for further action, including statement of previous discussions with officials concerned.

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]  
Acting Executive

DISTRIBUTION: A.

14 2 PM 11 JAN 1950

RECEIVED  
SPECIAL FUNDS BRANCH

-2-

C O N F I D E N T I A L

CONFIDENTIAL

25X1A

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

*Files*

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

24 March 1949

25X1A

SUBJECT: Storage of CIA Vehicles.

25X1A

1. Effective immediately all CIA vehicles located in Washington will be returned at the end of each day to the [REDACTED] Virginia. Adequate facilities for the storage of all CIA vehicles are now available.

25X1A

2. Assistant Directors may submit requests for exceptions, which include appropriate statement of necessity therefor, to the Executive.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]

25X1A

Captain, USN  
Executive

25X1A

DISTRIBUTION: A

*Revised per F.I. 5/19/49*

CONFIDENTIAL

**CONFIDENTIAL**

25X1A

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

24 March 1949

25X1A

SUBJECT: Storage of CIA Vehicles.

25X1A

1. Effective immediately all CIA vehicles located in Washington will be returned at the end of each day to the [REDACTED] Virginia. Adequate facilities for the storage of all CIA vehicles are now available.

25X1A

2. Assistant Directors may submit requests for exceptions, which include appropriate statement of necessity therefor, to the Executive.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]  
Captain, USN  
Executive

DISTRIBUTION: A

**CONFIDENTIAL**

STATINTL

STATINTL

ADMINISTRATIVE INSTRUCTION  
NUMBER [REDACTED]

17 November 1947

SUBJECT: Use of Motor Vehicles

1. General - The Central Intelligence Agency maintains a Motor Pool in addition to the regular inter-building shuttle service for transportation of CIA employees performing official business. Where it is impractical to use the shuttle service, transportation may be requested from the Dispatcher, Motor Pool, Extension 684 or 2284.

2. Supervision of Chauffeurs - The Chief, Transportation Division, Services Branch will directly supervise assigned and pool chauffeurs for administrative purposes including working hours, overtime payments, and replacement of assigned chauffeurs when required due to absences or terminations.

3. Delays - Pool chauffeurs will not wait for passengers longer than 15 minutes without specific direction from the Dispatcher.

4. Traffic Violations - Chauffeurs are personally responsible in the event of traffic violations. CIA personnel will not order chauffeurs to violate any traffic regulation.

5. Public Law 600 - Public Law 600 requires the suspension or dismissal of any employee who uses or is found responsible for the use of a Government owned vehicle for other than official purposes.

6. Overtime Payments - Chauffeurs who perform overtime work will report the hours worked together with the signature of the person for whom overtime driving was performed as a basis for overtime payments. Prior verbal approval should be obtained, if practicable, from the Chief, Transportation Division, for overtime driving requirements.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]

Executive for  
Administration and Management

ATTACHMENTS: None

DISTRIBUTION: A

(3511)



CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

*Presented*

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

28 February 1949

STATINTL

SUBJECT: Use of Motor Vehicles.

RESCISSIONS: Administrative Instruction No. [REDACTED] dated 17 November 1947  
Administrative Instruction No. [REDACTED] dated 30 July 1948  
Administrative Instruction No. [REDACTED] dated 30 August 1948

1. CIA maintains a central motor pool service to meet transportation needs which cannot be secured by the scheduled shuttle service. When it is impossible to use the shuttle service between CIA buildings, transportation may be requested from the Dispatcher, Extension 684 or 2284, explaining why shuttle service cannot be utilized.

2. Assignment of passenger-carrying vehicles to individuals and activities will be made only upon the written authorization of the Executive, upon the written request of the Assistant Director concerned. It is the policy of the Director to keep such assignments to an absolute minimum, and to utilize the shuttle and motor pool service to the maximum possible degree.

3. No employee of CIA stationed in Washington will be permitted to operate CIA motor vehicles without a properly certified CIA driver's license. Authority for issuing CIA licenses is vested in the Executive or Services Officer, after appropriate certification by the Testing and Medical Section. Requests for drivers' licenses should be made in writing by the administrative officer, or Assistant Director concerned, to the Services Officer, indicating the necessity for such a license. CIA

STATINTL

4. All assigned and pool chauffeurs are supervised by the Chief, Transportation Division, Services Office, for administrative purposes, including working hours, overtime and replacement of assigned chauffeurs due to absences or terminations.

5. Pool chauffeurs will not wait for passengers longer than 15 minutes, unless prior arrangements have been made with the Dispatcher.

6. Assistant Directors and Staff Chiefs and their deputies, when using motor pool cars, are authorized to have such cars wait for them at destinations regardless of the time involved, to return for them, at

a given time, at the time the car is requested. These officials should inform the Dispatcher whether the car should wait or return in order that chauffeurs may receive proper instructions from their Supervisor.

7. Chauffeurs who perform overtime work will report the hours worked, together with the signature of the person for whom the driving was performed as a basis for overtime payments. Prior verbal approval for overtime driving should be obtained, if practicable, from the Chief, Transportation Division, Services Office.

8. Chauffeurs are personally responsible in the event of traffic violations. Therefore, chauffeurs will not be ordered to violate traffic regulations.

9. Public Law 600 requires the suspension or dismissal of any employee who uses or is found responsible for the use of a Government-owned vehicle for other than official purposes.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

Captain, USN  
Executive

DISTRIBUTION: A

C O N F I D E N T I A L

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

5 January 1950

SUBJECT: Use of Motor Vehicles

25X1A RESCISSIONS: Administrative Instruction [REDACTED] dated 28 February 1949  
Administrative Instruction [REDACTED] dated 24 March 1949

1. CIA maintains a central motor pool service to meet transportation needs which cannot be secured by the scheduled shuttle service. Transportation other than by shuttle service may be requested from the Dispatcher, Extension 684 or 2284, explaining why shuttle service cannot be utilized.

2. Assignment of passenger-carrying vehicles to individuals and activities will be made only upon the written request of an Assistant Director or Staff Chief approved by the Executive. It is the policy of the Director to keep such assignments to an absolute minimum, and to utilize the shuttle and motor pool service to the maximum possible degree.

3. a. Except as otherwise specifically authorized in writing by the Executive, no employee of CIA stationed in Washington will be permitted to operate CIA motor vehicles without a properly certified CIA driver's license. Authority for issuing CIA licenses is vested in the Chief, Services Division, Administrative Staff, after appropriate certification by the Testing and Standards Branch, Personnel Division, and the Medical Division, Administrative Staff. Requests for driver's licenses should be made in writing by the Office or Staff Section concerned, to the Chief, Administrative Staff, indicating necessity.

25X1A [REDACTED]

4. All assigned and pool chauffeurs are supervised by the Chief, Transportation Branch, Services Division, Administrative Staff, for administrative purposes, including working hours, overtime and replacement of assigned chauffeurs due to absences or terminations.

5. a. Except as specified in b below, pool chauffeurs will not wait for passengers longer than 15 minutes, unless prior arrangements have been made with the Dispatcher.

-1-

C O N F I D E N T I A L

C O N F I D E N T I A L

b. Assistant Directors and Staff Chiefs and their deputies, when using motor pool cars, are authorized to have such cars wait for them at destinations regardless of the time involved, or to return for them, at a given time. These officials should inform the Dispatcher whether the car should wait or return in order that chauffeurs may receive proper instructions from their Supervisor.

6. Chauffeurs who perform overtime work will report the hours worked, together with the signature of the person for whom the driving was performed as a basis for overtime payments. Prior verbal approval for overtime driving should be obtained, if practicable, from the Chief, Transportation Branch, Services Division, Administrative Staff.

7. Chauffeurs are personally responsible in the event of traffic violations. Chauffeurs will not be ordered to violate traffic regulations.

25X1A

8. Except as otherwise authorized in writing by the Executive, all CIA vehicles located in Washington will be returned at the end of each day to the [REDACTED] Virginia.

9. a. Government motor vehicles are to be used by personnel of this Agency only for strictly official purposes.

b. Public Law 600 requires the suspension or dismissal of any employee who uses or is found responsible for the use of a Government-owned vehicle for other than official purposes.

c. The Chief, Administrative Staff, will make periodic checks of dispatch records, and will discuss with Assistant Directors and Staff Chiefs any apparent violations of this paragraph. When considered necessary he will report apparent violations to the Executive for further action, including statement of previous discussions with officials concerned.

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]  
Acting Executive

DISTRIBUTION: A.

-2-

C O N F I D E N T I A L

25X1A

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

24 March 1949

*res. del*  
*hy* [REDACTED]  
*11/5/50*

SUBJECT: Storage of CIA Vehicles.

25X1A

1. Effective immediately all CIA vehicles located in Washington will be returned at the end of each day to the [REDACTED], Virginia. Adequate facilities for the storage of all CIA vehicles are now available.

25X1A

2. Assistant Directors may submit requests for exceptions, which include appropriate statement of necessity therefor, to the Executive.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

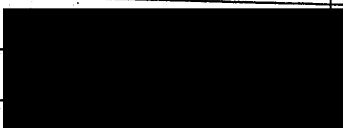

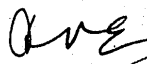
[REDACTED]

Captain, USN  
Executive

DISTRIBUTION: A

CONFIDENTIAL

STATINTL

<div style="display: flex; justify-content: space-between;"> <span>UNCLASSIFIED</span> <span>RESTRICTED</span> <span>CONFIDENTIAL</span> <span>SECRET</span> </div> <small>UNDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM</small>			
<b>CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP</b>			
TO		INITIALS	DATE
1	<i>Management Officer</i>		
2			
3			
4			
5			
FROM		INITIALS	DATE
1	<i>Service Officer</i>	<i>AVE</i>	<i>18 Feb</i>
2			
3			
<div style="display: grid; grid-template-columns: 1fr 1fr 1fr; gap: 5px;"> <div><input type="checkbox"/> APPROVAL</div> <div><input type="checkbox"/> INFORMATION</div> <div><input type="checkbox"/> SIGNATURE</div> <div><input type="checkbox"/> ACTION</div> <div><input type="checkbox"/> DIRECT REPLY</div> <div><input type="checkbox"/> RETURN</div> <div><input type="checkbox"/> COMMENT</div> <div><input type="checkbox"/> PREPARATION OF REPLY</div> <div><input type="checkbox"/> DISPATCH</div> <div><input type="checkbox"/> CONCURRENCE</div> <div><input type="checkbox"/> RECOMMENDATION</div> <div><input type="checkbox"/> FILE</div> </div>			
REMARKS: <i>This is our recom-</i> <i>mendation on revision</i> <i>of</i> 			
			
<div style="display: flex; justify-content: space-between;"> <span>SECRET</span> <span>CONFIDENTIAL</span> <span>RESTRICTED</span> <span>UNCLASSIFIED</span> </div>			

STATINTL

FORM NO. 30-4  
SEP 1947

STATINTL

## ADMINISTRATIVE INSTRUCTION

NO. [REDACTED]

SUBJECT: Use of Motor Vehicles

25 Feb 49

STATINTL

Rescissions: Administrative Instruction No. [REDACTED] dated 17 November 1947  
Administrative Instruction No. [REDACTED] dated 30 July 1948  
Administrative Instruction No. [REDACTED] dated 30 August 1948

1. CIA maintains a central motor pool service to meet transportation needs which cannot be secured by the scheduled shuttle service. When it is impossible to use the shuttle service between CIA buildings, transportation may be requested from the Dispatcher, Extension 684 or 2284, explaining why shuttle service cannot be utilized.

2. Assignment of passenger-carrying vehicles to individuals and activities will be made only upon the written authorization of the Executive, upon the written request of the Assistant Director concerned. It is the policy of the Director to keep such assignments to an absolute minimum, and to utilize the shuttle and motor pool service to the maximum possible degree.

3. No employee of CIA stationed in Washington will be permitted to operate CIA motor vehicles without a properly certified CIA driver's license. Authority for issuing CIA licenses is vested in the Executive <sup>or</sup> Services Officer, ~~or Deputy Services Officer~~ after appropriate certification by the Testing and Medical Section. Requests for drivers' licenses should be made in writing by the administrative officer, or Assistant Director concerned, to the Services Officer, indicating the necessity for such a license. CIA employees authorized to operate

[REDACTED]

STATINTL

4. All assigned and pool chauffeurs are supervised by the Chief, Transportation Division, Services Office, for administrative purposes including working hours, overtime and replacement of assigned chauffeurs due to absences or terminations.

5. Pool chauffeurs will not wait for passengers longer than 15 minutes unless there are extenuating circumstances and then only after prior arrangements *have been made* are made with the dispatcher.

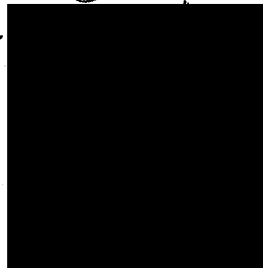
6. Chauffeurs who perform overtime work will report the hours worked, together with the signature of the person for whom the driving was performed as a basis for overtime payments. Prior verbal approval for overtime driving should be obtained, if practicable, from the Chief, Transportation Division, Services Office.

7. Chauffeurs are personally responsible in the event of traffic violations. Therefore, chauffeurs will not be ordered to violate traffic regulations.

8. Public Law 600 requires the suspension or dismissal of any ~~employee~~ employee who uses or is found responsible for the use of a Government-owned vehicle for other than official purposes.

STATINTL

*For the Sec:*



*Next to:*



DRAFT

OK for [redacted]

STATINTL ADMINISTRATIVE INSTRUCTION  
NUMBER [redacted]

DATE 17 Nov 47 STATINTL

SUBJECT: Use of Motor Vehicles

1. General - The Central Intelligence Agency maintains a Motor Pool in addition to the regular inter-building shuttle service for transportation of CIA employees performing official business. Where it is impractical to use the shuttle service, transportation ~~should~~ <sup>may</sup> be requested from the Dispatcher, Motor Pool, Extension 684 or 2284.

2. Assignment of Vehicles - Additional assignments of vehicles with or without chauffeurs can be made in the future where circumstances warrant.

2. Supervision of Chauffeurs - Assigned chauffeurs and pool drivers <sup>chauffeurs</sup> continue to report to The Chief, Transportation Division, Services Branch <sup>will directly supervise</sup> for administrative purposes, <sup>including</sup> working hours, overtime payments, ~~etc.~~ and replacement of assigned chauffeurs <sup>when required due to absences</sup> ~~due to sick or annual leave or~~ <sup>terminations.</sup> ~~resignations.~~ <sup>will be made by the Chief, Transportation Division.</sup>

3. <sup>Delays.</sup> ~~Pool drivers~~ <sup>chauffeurs</sup> are not permitted to <sup>will not</sup> wait for passengers longer than 15 minutes <sup>without</sup> ~~unless~~ specific direction <sup>has been previously given by</sup> the Dispatcher.


4. Traffic Violations - Chauffeurs and drivers are personally responsible in the event of traffic violations. <sup>will</sup> ~~Cooperation of CIA personnel is~~ requested (short of back-seat driving) <sup>not</sup> ~~in refraining from~~ ordering chauffeurs to violate <sup>any</sup> ~~any~~ traffic regulation of any description.

5. Public Law 600 - Public Law 600 requires the suspension or dismissal of any employee <sup>who uses or is</sup> found responsible for the ~~personal~~ use of a Government owned vehicle <sup>for other than official purposes.</sup> ~~Employees are therefore cautioned not to request nor to use Government vehicles for their personal business or convenience.~~

6. Overtime Payments - Chauffeurs who ~~are requested by Offices to~~  
~~which they are assigned to perform overtime work must make a report of the~~  
~~hours worked and must obtain~~ <sup>will</sup> ~~the signature of the person requesting such over-~~  
~~time before payment therefor will be made. When overtime is requested of a~~  
~~driver~~ <sup>together with</sup> <sup>for whom</sup> <sup>driving was performed, as a basis for overtime payments</sup>  
Prior verbal approval should be obtained, if <sup>practicable</sup> ~~possible~~, from the Chief,  
Transportation Division, <sup>for overtime driving requirements.</sup>

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

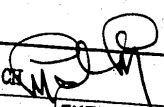
STATINTL

  
Executive for  
Administration and Management

ATTACHMENTS: None

DISTRIBUTION: A

STATINTL

<b>TRANSMITTAL SLIP</b>		
31 October 1947 DATE		
TO: ACTING CHIEF, MANAGEMENT BRANCH		
BUILDING		ROOM NO. 7128
REMARKS:  The issuance of this Administrative Instruction will eliminate quite a few problems which exist in connection with the Motor Pool.		
FROM: CHIEF, SERVICES BRANCH 		
BUILDING North	ROOM NO. 200	EXTENSION 785
FORM NO. 36-8 OCT 1942		

(1299)

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

D R A F T

ADMINISTRATIVE INSTRUCTION  
NUMBER

-30 October 1947-

SUBJECT: Use of Motor Vehicles

*in addition to the regular inter-building shuttle service*

1. General - The Central Intelligence Agency maintains a Motor Pool for the ~~vehicular~~ transportation of all CIA employees ~~engaged in the performance of official business~~. ~~Requests for transportation should be requested from the Dispatcher, Motor Pool, Extension 684 or 2284.~~ *Where it is impractical to use the shuttle service*

2. Assignment of Vehicles - ~~The assignment of vehicles with or without chauffeurs has been made and can be made in the future where circumstances warrant such assignments.~~ *Additional*

3. Supervision of Chauffeurs - ~~Assigned and pool chauffeurs or drivers personnel, assigned to a particular office, continue to report to the Chief, Transportation Division, Services Branch, for administrative purposes, working hours, overtime payments, etc., must be administered by the Chief, Transportation Division. The replacement of chauffeurs, due to sick or annual leave or resignations of assigned chauffeurs, will be determined by the Chief, Transportation Division.~~ *Assigned and pool chauffeurs or drivers personnel, assigned to a particular office, continue to report to the Chief, Transportation Division, Services Branch, for administrative purposes, working hours, overtime payments, etc., must be administered by the Chief, Transportation Division. The replacement of assigned chauffeurs, due to sick or annual leave or resignations of assigned chauffeurs, will be determined by the Chief, Transportation Division.*

*Pool drivers*  
Chauffeurs are not permitted to wait *for passengers longer than* 15 minutes unless specific direction has been previously given by the Dispatcher prior to the starting of a trip. ~~Chauffeurs must return to the Motor Pool at the end of 15 minutes if the passenger has not returned, and contrary instructions have not been given by the Dispatcher.~~

*event of*  
*back seat driving* 4. Traffic Violations - ~~Chauffeurs are personally responsible in the for all traffic violations, and the cooperation of CIA personnel is requested (short of description).~~ *and drivers*

5. Public Law 600 - Public Law 600 requires the suspension or dismissal of any employee found responsible for the personal use of a Government owned vehicle. Employees are therefore cautioned not to request nor to use Government vehicles for their personal business or convenience.


6. Overtime Payments - Chauffeurs who are requested by Offices to which they are assigned to perform overtime work must make a report of the hours worked and must obtain the signature of the person requesting such overtime before payment therefor will be made. ~~In cases where overtime is requested, and it is practical to do so, prior verbal approval should be obtained from the Chief, Transportation Division.~~ *if possible*

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

ATTACHMENTS: None


DISTRIBUTION: A

  
Executive for  
Administration and Management

1 March 1950

MEMORANDUM FOR: Acting Chief, Administrative Staff  
SUBJECT: Use of Government Motor Vehicles  
REFERENCE: Memorandum of 16 February 1950 to  
Deputy Executive, OPC, from Acting  
Chief, Administrative Staff, subject  
as above.

It is suggested that the word "female" be deleted from line 1 of paragraph 2 of reference memorandum as it is believed that this denotes discrimination. It is further requested that the remainder of the sentence be clarified with respect to the time that the motor pool service is available. As written, the implication is that any female employee may receive motor pool service at 1705 to "any point on Pennsylvania Avenue, N.W. between 15th Street and 10th Street." Obviously, this is not the intent.

  
Deputy Chief of Support, OPC

25X1A

cc: Management Staff ✓

WVB S @ 30 W. 20

RESTRICTED

MAR 2 1950

Deputy Chief of Support, OFC

3 March 1950

Acting Chief, Administrative Staff

25X1A

Use of Government Motor Vehicles

1. Reference your memorandum 1 March 1950, above subject, suggesting deletion of the word "female" from line 1 of paragraph 2 my memorandum of 16 February 1950 to the Deputy Executive, OFC and also requesting clarification of that portion of the sentence in my memorandum which sets forth the hours that motor pool service is available.
2. Present Agency policy provides that the after-hours service be made available only to female employees and although the original directive indicated that the service was available for those employees "departing from their place of employment after 1700 hours", the service was primarily established for the use of "night shift" personnel whose normal tours of duty ended after 11:00 pm.
3. Furthermore it is felt that in restricting this service to female personnel the Agency would be in a better position to answer any criticism that may arise due to the use of Government owned vehicles for this purpose in view of Public Law 600.
4. It certainly is not the intent to provide motor pool service for those women leaving their offices at 1705 hours. The intent is to provide transportation to the nearest available public transportation for those employees working overtime, or on a night shift, and departing from their place of employment after the "rush hour" service of Capital Transit Co., etc., is over, and not subject them to the hazards of standing on dimly lighted street corners waiting for public transportation which at the time may be operating on very infrequent schedules. The extension of this service to that area along Pennsylvania Avenue, N.W. between 15th Street and 10th Street was approved inasmuch as that is a well lighted and heavily travelled thoroughfare and affords access to the various bus lines and street car lines serving the greater Metropolitan area.

*Signed*

25X1A

cc: MIM chrono (2)  
Management ✓

25X1A

MAR 7 1950

**CONFIDENTIAL**

UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET  
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

**CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP**

TO		INITIALS	DATE
1	Services Officer	—	—
2	Acting Chief, Management Br.		
3			
4			
5			

FROM		INITIALS	DATE
1	Deputy Services Officer (0)	<i>[Signature]</i>	10 Mar 49
2			
3			

☐ APPROVAL    ☐ INFORMATION    ☐ SIGNATURE  
☐ ACTION    ☐ DIRECT REPLY    ☐ RETURN  
☐ COMMENT    ☐ PREPARATION OF REPLY    ☐ DISPATCH  
☐ CONCURRENCE    ☐ RECOMMENDATION    ☐ FILE

REMARKS: (2) Review and appropriate action

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SECRET    CONFIDENTIAL    RESTRICTED    UNCLASSIFIED

FORM NO. 30-4  
SEP 1947

**CONFIDENTIAL**

~~PROPOSED~~  
ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

25X1A SUBJECT: Storage of CIA Vehicles

*immediately*

*located in Washington*

25X1A 1. Effective 21 March 1949, all CIA vehicles will be returned  
at the end of each day to the [REDACTED]

25X1A [REDACTED] Virginia. Adequate facilities for the storage  
of all CIA vehicles are now available.

2. Exceptions to this requirement will be made only upon  
the written request of an Assistant Director and approval by the  
Executive.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]  
Captain, USN  
Executive

DISTRIBUTION: A

*2. Assistant Directors may submit  
requests for exceptions to the Executive,  
which include appropriate statement of necessity  
therefor.*

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

24 March 1949

25X1A

SUBJECT: Storage of CIA Vehicles.

25X1A

25X1A

1. Effective immediately all CIA vehicles located in Washington will be returned at the end of each day to the [REDACTED] Streets, Rosslyn, Virginia. Adequate facilities for the storage of all [REDACTED]

2. Assistant Directors may submit requests for exceptions, which include appropriate statement of necessity therefor, to the Executive.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]  
Captain, USN  
Executive

DISTRIBUTION: A

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